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Regulations on international exploratory workshops

of 1 September 2009

The National Research Council,

based on Article 48¹ of the Funding Regulations of 14 December 2007,

issues the following regulations:

Article 1 Basic principle

¹ The Swiss National Science Foundation (hereinafter: SNSF) funds international exploratory workshops that enable Swiss researchers to organise workshops together with partners from abroad. The workshops may last from two to five days. Up to 30 participants from different institutes may attend the workshop, but the SNSF limits its support to a maximum of 10 participants from abroad. The workshop must be held in Switzerland. However, exceptions may be granted in special cases if valid reasons are given.²

² The main purpose of this funding scheme, which is open to all disciplines, is to enable researchers studying similar topics to meet and gain further in-depth knowledge in their field. The scientists meeting at these workshops generally have different profiles and are thus able to present new approaches to a topic by exchanging knowledge and working together for several days. The SNSF encourages, in particular, interdisciplinarity and the explorative nature of the workshop. In addition, a balance between recognised researchers and junior researchers is strongly recommended. In every case, it must be shown that :

- a. the workshop serves the purpose of exchanging information that can only be exchanged if the researchers convene at the same venue ;
- b. its international orientation generates true added value and ;
- c. the scientific objective of the workshop has been clearly defined.

¹ Amendment; funding regulations of 27.2.2015, in force since 1 January 2016.

² Modified by decision on 18 May 2010.

³ The provisions of the Funding Regulations and the relevant General Implementation Regulations are also applicable, in particular with regard to the procedure and the right of appeal.

⁴ No contributions will be made towards workshops for projects pursuant to the General implementation regulations for the Funding Regulations of the SNSF. Workshops for projects pursuant to the General implementation regulations for the Funding Regulations are conferences and workshops whose coordination costs are particularly high due to the extensive nature of the projects, which involve collaboration between different research groups and are distinguished by close links to other projects in Switzerland and abroad.

Article 2 Call for proposals

¹ The submission procedure for proposals concerning international research workshops are announced publicly (SNSF website).

² The application must be submitted electronically via the SNSF's web platform www.mysnf.ch by the Swiss applicant organising the workshop. This person is legally responsible for the application and is the legal representative of the other members of the group vis-à-vis the SNSF.

³ The submission deadlines specifically laid down apply to the submission of applications.

⁴ The workshops may begin 4 to 12 months after the submission deadline for the relevant application.

Article 3 Participation requirements

¹ The responsible applicant must be a researcher domiciled in Switzerland and meet the following requirements :

- a. He/she must have a doctorate (or a comparable degree) ;
- b. He/she must be employed as a researcher by a Swiss research institution ;
- c. He/she must have gained permission to organise the workshop from the director of his/her institute ;

He/she must not have received a grant under this funding scheme within the past two years (exception: continuation with the same group).

² The workshop must be held in Switzerland (unless an exception has been granted). The total number of participants is limited to 30. The SNSF however supports a maximum amount of 10 people in accordance with Art. 5.³

³ Within 24 months of organising the first workshop, a group may file one further application for a follow-up workshop. This group may not submit any further applications thereafter.

Article 4 Scientific evaluation of the application

The applications are evaluated according to the following criteria :

- a. Relevance and originality of the core scientific issue ;
- b. Suitability of the workshop for discussing the core scientific issue ;
- c. Academic studies completed by the participants ;

³ Modified by the decision taken on 18 May 2010.

- d. Is the group suitable for discussing the core scientific issue and do the participants complement each other ;
- e. Potential for long-term co-operation ;
- f. Promotion of junior researchers.

Article 5 Funding and eligible costs

¹ The SNSF makes a flat-rate contribution towards the travel costs (return fare) and the room and board expenses of maximum 10 participants from abroad. The contributions may cover further costs associated with the workshop, provided that this is stipulated in the grant ruling. ⁴

² The SNSF does not contribute any funds if the contributions to travel and room and board costs mentioned in paragraph 1 amount to less than CHF 3,000.

³ A maximum of CHF 30,000 is awarded per workshop.

⁴ The Specialised Committee "International Co-operation" regularly reviews the flat-rate contributions to travel and room and board expenses as well as the contribution towards other costs.

Article 6 Decision

The SNSF informs the applicants of its decision. If a workshop is funded, the amount of the financial contribution and the conditions and criteria will be stated in the approval letter.

Article 7 Right of appeal

The applicants are entitled to appeal to the Federal Administrative Court against decisions pursuant to Article 6.

Article 8 Release of funds

The SNSF transfers the funds to the responsible Swiss applicant.

Article 9 Report

The grantee must draft a scientific report no later than one month after the workshop is held. The report is examined by the International Co-operation division of the administrative offices.

Article 10 Confirmation of participation

The applicant must submit the travel tickets (air or train ticket) of the participants which are supported by the SNSF in accordance to Art 5. Each ticket must bear the name and the price and must be marked as voided. If the price of the tickets is substantially lower than the approved amount, the SNSF reserves the right to demand a partial refund. ⁵

Article 11 Entry into force

¹ These Regulations enter into force on 1 January 2010.

² The amendments made on the 18 May 2010 enter into force on 2 July 2010.

⁴ Modified by decision on 18 May 2010.

⁵ Modified by decision on 18 May 2010.